

City of Chattanooga, TN
Personnel Class Specification

Class code 0591

FLSA: Exempt

CLASSIFICATION TITLE: MANAGER, QUALITY CONTROL

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial/technical functions associated with overseeing laboratory operations and the wastewater pretreatment program to ensure compliance with federal, state and local standards.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Manages the pretreatment program and daily operations of the laboratory, to include the sampling program, quality assurance, and analytical methodology.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews candidates for employment and makes hiring recommendations.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures departmental adherence to established safety procedures; monitors work environment and use of precautionary safety equipment to ensure safety of employees and other individuals.

Consults with director, regulatory agencies, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Communicates with other department personnel, engineers, vendors/suppliers, outside agencies, the public, and other individuals as needed to coordinate work

activities, review status of work, exchange information, resolve problems, give/receive advice/direction, or provide technical expertise.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work.

Supervises operations of the pretreatment section; reviews and recommends revisions to permits and compliance schedules; participates in meetings with industrial clients; assists in compiling reports; approves major requisitions for pretreatment; reviews industrial complaints and discrepancies in billing.

Supervises daily operations of the laboratory; establishes guidelines for the department; troubleshoots all laboratory analyses; confirms results of plant instrumentation; performs quantitative analysis as needed; provides guidance on laboratory designs, data compilation, and analytical methodology; develops new analytical procedures and revises as appropriate; maintains analytical library.

Performs or assists in most samplings performed outside the plant, such from landfills, dumps, and ground water, to assure credibility, plant protection, and compliance with regulatory requirements.

Maintains records of testing results and laboratory activities in compliance with state reporting requirements; compares laboratory results with those of private laboratories on industrial samples, quality control samples, or related testing.

Oversees quality control activities; reviews and approves all quality assurance reports; interprets data and makes recommendations to technicians; oversees maintenance of quality control records, reports, and charts.

Performs standard chemical, bacteriological and physical examinations to analyze samples as required by environmental agencies, department rules and regulations, plant regulations, and standard laboratory procedures for various parameters such as alkalinity, ammonia, biochemical oxygen demand, chemical oxygen demand, chlorine, cyanide, dissolved oxygen, fecal coliform, grease, lime, nitrogen, oil, pH, phenol, phosphate, silica, solids, surfactants, total organic carbon, total phosphates, and volatile acids; calculates results of analyses.

Operates a variety of machinery, equipment and tools associated with department operations, which may include an analytical balance, autoclave, centrifuge, chlorine analyzer, cooler, dissolved oxygen meter, drying oven, furnace, heating elements, hot plate, magnetic stirrer, microbic analyzer, pH meter, scale, spectrophotometer, total organic carbon analyzer, water purifier, flow injection analysis system, microwave digestion system, pipettes, burettes, beakers, flasks, diagnostic instruments, electrician tools, and mechanic tools.

Supervises and performs general cleaning/maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, troubleshooting equipment problems, repairing/adjusting equipment, replacing parts, washing/cleaning laboratory paraphernalia, decontaminating containers, and

cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Maintains inventory of departmental chemicals, equipment and supplies; ensures proper storage of hazardous materials; issues stock materials to staff members; initiates requests for new or replacement materials; places new materials into inventory.

Develops and implements departmental budget; monitors expenditures.

Prepares or completes various forms, reports, correspondence, laboratory reports, work orders, laboratory evaluations, purchase requisitions, performance appraisals, or other documents.

Receives various forms, reports, correspondence, plant data, laboratory data, quality control analyses, logs, manuals, procedures, catalogs, magazines, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, spreadsheet, or other software programs.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Chemistry or Environmental Science; supplemented by three (3) to five (5) years previous experience and/or training that includes wastewater laboratory operations and quantitative analysis of wastewater samples; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, fumes, temperature extremes, electric currents, burns, broken glassware, explosions, toxic agents, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.